

TO: Summer Food Service Program Sites
FROM: Kay Snyder
Summer and After School Food Service Program Director
SUBJECT: 2015 SUMMER FOOD SERVICE PROGRAM OVERVIEW AND APPLICATION INFORMATION

Columbus Recreation and Parks Department provides free meals and snacks to children age 1-18 at a variety of community locations where children already congregate during the summer – such as recreation centers, swimming pools, Boys & Girls Clubs, YMCAs, churches, public schools, and other non-profit groups. In addition to providing meals and safe places to congregate, these sites provide supervision by trustworthy staff and programming that includes educational, recreational, and social activities, but most of all fun in the summer time.

All sites that wish to participate in the summer food program must complete an **application, contract, and attend training** in order to qualify for the program. Returning sites wanting to participate must reapply annually. All sites must have a least two staff or volunteers attend the training.

Please read all the information provided and complete the required paperwork for the program.

We are preparing for the 2015 Summer Food Program for Columbus Recreation and Parks. Dates of Operation this year are June 1st – August 21st (August 14th if schools are back in session). If your site intends to participate in the Summer Food Program, please complete and return the following: **a copy of the 501c3 for your organization, copy of your proof of liability insurance, completed and signed summer food site application, and completed and signed summer food site contract.** Your site will receive additional information after we receive all of the above information. We will contact your site about required training dates and pre-operational visits if needed.

Paperwork can be returned via mail, fax or email. Contact information is at the bottom of this letter.

If you intend to be a closed enrolled site you will need to obtain income eligibility forms or a letter of disclosure from the child's school for each of your participants in order for your site to qualify. These forms will need to be submitted to the office before your site is approved and your meals delivered. You will also be required to submit a roster of your participants and a daily/weekly attendance sheet for your participants at each closed enrolled site.

Please call the office at 614-645-3642 or email foodoffice@columbus.gov if you have any questions before returning the completed and signed application and contract to my attention at the above address. If you're unsure at this point if your site will participate in the program, it is best to complete the application and contract. **Sites CANNOT be added past the deadline date.**

The information is available on the following City of Columbus web page:
<http://www.columbus.gov/recreationandparks/programs/Free-Meal-Programs/>

KEEP IN MIND THESE POINTS BEFORE RETURNING THE ABOVE REQUIRED PAPERWORK:

1. You must operate a minimum of 4 weeks during the 11 weeks of the program. If you operate less than 4 weeks you have the option to pick up meals from the Columbus City Schools production center with prior approval.
2. We will notify you of your serving times if different than your request. Your facility may not get your first choice for serving times.
3. If your site has multiple programs in the same facility you must serve the meals within the same block of time unless otherwise approved.
4. Your site must serve at least 40 meals per day. Example: 20 breakfast meals and 20 lunch meals. If you do not order 40 meals you will have to pick up your meals at the Columbus City Schools Food Production Center daily. You may also have your meals delivered to a site that is closer to your facility with prior approval.

5. Please offer our office some flexibility in scheduling delivery times. The drivers need a half hour window for delivery of your meals from your scheduled serving times.
6. The signature on the contract MUST BE the contact person for the summer.
7. You organization must sign the contract and application in order for us to process your sites information. Please be sure that all requested information 501c3 and proof of liability insurance is included with your application and contract. Any information missing from the application will void the application.
8. You must provide your own refrigeration plus your organization must have a refrigeration thermometer and a food thermometer on site per Ohio Department of Education (preferably commercial grade refrigeration).
9. We will visit all new sites to do a pre-operational visit to approve your site for the summer food program. You must provide us with a phone number that allows us to schedule these visits or your site will not be approved to operate.
10. We may visit returning summer food sites for a pre-operational visit if we feel that your location had problems the previous summer or you have changed locations for your summer program.
11. You must abide by any changes that the government may impose upon our programs and you are responsible for making those changes in regulations, etc.
12. You must include on all publicized materials including bulletin boards and fliers the following statement: ***"The USDA is an equal opportunity provider and employer."***
13. You are responsible for staffing and funding your site's programming, including internet access or mobile data. We only provide the meals.

*** NEW FOR 2015 ***

We are purchasing an on-line meal ordering and paperwork program to enhance the ordering process as well as the paperwork process. The meal tracker program will allow you to do all the paperwork including ordering, weekly meal counts, and point of service with your phone, tablet or computer. We are requesting that you have use of an Apple or Android device or computer with internet access to utilize the meal order program. If you are using a phone or tablet there is a small app you will need to download. Weekly meal count sheets, point of service sheets, etc. will all be downloaded and stored on the server. If the state requires printed materials we will assist you with the printing of the required paperwork. We will train and assist you with the meal tracker program. We are requesting that all sites utilize Meal Tracker, but if you are unable to please let us know so that we can make alternate arrangements.

PAPERWORK DEADLINE WILL BE APRIL 17, 2015.

If you have any questions, please leave a detailed message on the Summer Food Service Program voicemail line (614-645-3642). Once again, thank you for giving your time and effort to make this program worthwhile for the children in our community.

Thank you for your support.

Kay Snyder
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